

VERMONT MICROSOFT CY PRES PROGRAM

SEQUENCE OF EVENTS

ACTIVITY	TIMELINE	RESPONSIBLE PARTY
Supervisory Unions/Districts, and eligible schools notified of impending Vermont Microsoft Cy Pres Program	June, 2006	Vermont DOE and Vermont Attorney General
Creation of informational website with process information, Voucher Request Form, timeframe and related information posted at: http://www.state.vt.us/educ/new/html/pgm_edtech/cy_pres_program.html	June, 2006	Vermont DOE
Eligible Supervisory Unions/Districts and schools receive information describing Vermont process, qualifying hardware/software, and reimbursement amounts expected by school	July 7-15, 2006	Settlement Administrator
School (or SU/District on behalf of school) submits Voucher Request Forms to VTDOE quarterly. **EXCEPT** First request deadline is July 31, 2006. NOTE: Superintendent signature required	2006: 7/31, 9/30, 12/31 2007: 3/31, 6/30, 9/30, 12/31 2008: 3/31, 6/30, 9/30, 12/31 No Voucher Request Forms accepted after 12/31/08	School or Supervisory Union/District
VTDOE, after approving requests, transfers vouchers to Supervisory union/District by mail	30 days after submission and acceptance of Voucher Request Form	Vermont DOE
School (or SU/District on behalf of school) complete vouchers, attach receipts, and proof of purchase. Mail to Settlement Administrator-Vermont, PO Box 4190, Portland, OR 97208-4190	** Final Deadline July 15, 2009 for District/SU submission DON'T WAIT THAT LONG!	School or Supervisory Union/District
Awards mailed to Supervisory union/District. Payee will have both District name and School name	Ongoing	Settlement Administrator